



OPENING FOR
HUMAN RESOURCES PROJECT ASSISTANT
ASI Human Resources

ANTICIPATED HIRING RANGE: \$30,703 - \$37,500 annually
Anticipated Total Compensation Package with Benefits: \$56,383 - \$63,713 annually
*based on health insurance coverage for employee + family

This is an hourly, non-exempt, full-time position that is eligible for [benefits](#).

THE POSITION

Under the general supervision of the Director of Human Resources, the HR Project Assistant provides assistance on human resources and payroll projects as well as administrative and clerical support for ASI Human Resources. In alignment with ASI's mission, the Human Resources Project Assistant maintains a student learning-centered HR Department by working collaboratively on the day-to-day indirect supervision of the HR student assistants and HR interns. The HR Project Assistant will serve as a back up to the Payroll Coordinator, as needed. Assignments include, but not limited to, project and event management, research and summary of findings, word processing, spreadsheet applications, and coordination of meetings and transcription of minutes, maintenance of projects, records and files for Human Resources and Payroll, customer service to the Human Resources suite, telephone coverage, and other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain project files on a current basis and assist with the overall record handling and retrieval for Director of Human Resources and Human Resources Department
- Assists with the maintenance and administration of employee benefit programs (including group health and life, workers' compensation, unemployment and retirement plans), serves as a knowledgeable contact to employees and providers, and assists with the open enrollment process
- Serves as a back-up to the Payroll Coordinator, as needed
- Conduct research and summarize results in appropriate business format
- Assist the HR Department's budget tracking system and in the maintenance of accurate financial records; prepares and submits a variety of disbursement requests and purchase orders, as requested
- Prepare reports and draft communication, as assigned
- Compile information in an organized manner and current basis, as assigned
- Coordinate meetings, prepare agenda materials, schedule room and catering needs and transcribe minutes
- Analyze and present various data through spreadsheet and power point applications
- Serves as the initial point of contact and assists with the communications of a variety of customer inquiries and requests for information in a timely and professional manner; responds to employment verification and Unemployment Insurance requests and general inquiries from the public, applicants, and employees
- Maintain project files on a current basis and assists with overall record handling and retrieval for the Director of Human Resources and the Human Resources Department
- Assist with providing administrative and clerical support to Director of Human Resources
- Assist with ASI and HR events which may include Wellness Week, various department retreats and University-wide events
- Provide administrative and program oversight of various ASI organizations-wide and department-specific projects
- Perform other duties as assigned

QUALIFICATIONS

- Equivalent to a bachelor's degree from a four-year accredited college in communications, public administration or closely related to the field of Human Resources
- Minimum two years' experience in clerical or administrative support position
- One year supervisory, mentoring and student advising experience preferred
- Demonstrated ability to work with an ethnically diverse and culturally pluralistic student population and campus community
- Knowledge of and commitment to the principles of student development and learning
- Ability to motivate, mentor and work closely with students
- Strong multi-tasking and interpersonal skills
- Ability to operate an office work station, utilizing word processing, spreadsheet and other software currently in use
- Demonstrated knowledge of English grammar, punctuation, business writing and composition
- Communicate clearly and concisely, both orally and in writing
- Ability to achieve arranged objectives within desired time frame
- Ability to use good judgment and professional discretion
- Ability to demonstrate initiative and follow through on assigned projects
- Ability to handle confidentiality and related records
- Ability to satisfactorily complete a background check (including a criminal records check)

WORK ENVIRONMENT

Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination and verbal communication; use of office equipment: telephones, calculator, copier and fax. Must be able to walk, stand bend and lift up to 25 pounds.

POSITION SENSITIVITY

Based on the duties and responsibilities of this position, this position has been designated to be a sensitive position with access to sensitive data.

BACKGROUND CHECK

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with Associated Students, Inc., Cal Poly Pomona. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for this position.

APPLICATION PROCEDURE

Both an application and resume are required. A resume does not replace the information requested on the application form. Applications are available on the [ASI Website](#) and in the Human Resources Department.

Submit resume and application to: Associated Students, Inc.
Human Resources Department
3801 W. Temple Ave., Bldg. 35-1216
Pomona, CA 91768

Phone: (909) 979 - 5546
E-mail: asihr@cpp.edu

Position open until filled. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

ABOUT ASI

Established in 1963, Associated Students, Inc. (ASI) is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student representation at the campus and system-wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of Bronco Student Center programs and services, including The Bronco Recreation and Intramural Complex (BRIC), as well as the Children's Center. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.

EOE

ASI is an Equal Opportunity Employer. Please notify the Human Resources Department for reasonable accommodation requests during the selection process.

SYSTEMWIDE Smoke and Tobacco Free Environment EO 1108:

Cal Poly Pomona is a smoke and tobacco-free campus. Please refer to the link below for policy information.
<http://www.calstate.edu/EO/EO-1108.html>

MANDATED REPORTING REQUIREMENT

In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the [CSU Executive Order 1083](#), each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.